

SUPPLEMENTAL INFORMATION

FOR EMPLOYEES AND STUDENTS

PROPOSING UNIVERSITY RELATED INTERNATIONAL TRAVEL TO A COUNTRY UNDER A U.S. DEPARTMENT OF STATE TRAVEL ALERT OR WARNING



This form is mandatory for NMSU Faculty, Staff and Students traveling on university related international travel to countries under a U.S. Department of State Travel Alert or Warning. See NMSU Administrative Rules and Procedures, Rules 14.69, 16.69 and 16.70 (<https://manual.nmsu.edu/policies-and-procedures/>) and the IBP International Travel Procedures web page (<https://ibp.nmsu.edu/international-travel-procedures/>) for full details.

Name of Traveler: _____

Destination Country/ies: _____

On a separate, typewritten document, please attach each of the following:

Completed Travel Authorization Form(s):

Employee Accompanying Forms:

Employee International Travel Authorization form

Student Accompanying Forms:

Student Request for an Exception to a U.S. Dept. of State Travel Alert or Warning form

Student International Travel Authorization Form

Student International Travel Waiver, Release and Hold Harmless form

Travel Alert or Warning Notice: Visit the U.S State Department web page (<https://travel.state.gov/content/passports/en/alertswarnings.html>) to see the latest information on the country or countries you are traveling to. Relevant warnings and/or alerts should be printed and attached to this completed form. If applicable, also attach Centers for Disease Control (CDC) Travel Health Warnings, or other relevant information for each country

Purpose of Travel: *A thorough description of the nature and purpose of the proposed travel.*

Detailed travel itinerary: *A detailed itinerary, flight details, travel agent (if applicable), exact travel dates to and from the country, exact dates in each country/city/region, modes of transportation in-country, times of travel, general purpose of time spent in each area, etc.*

Risk Mitigation Plans: *A thorough description of your mitigation plans for specific risks related to the travel warning(s). This should include information such as transport carriers, areas to be avoided, (especially areas specifically mentioned in the travel alert or warning), reassuring background information on contacts in-country, etc.*

Contact Information: *A thorough listing of both U.S. and international contact information while travelling. Address how to best contact the traveler while in-country.*

Signature of Traveler

Date

NMSU ID #: _____

Information may be submitted via email, or by hard copy, to:

Ms. Cynthia Garrett

Administrative Assistant to the Associate Provost

Office of International and Border Programs

New Mexico State University

Breland Hall 152

P.O. Box 30001 - MSC 3567

Las Cruces, NM 88003-8001

ibp@nmsu.edu (575) 646 7041, (575) 646-1517 – fax